

# Architectural Design Review Submittal Checklist



Architectural design review is required for all new buildings and structures or changes to existing buildings and structures, other than single family detached, duplex, and townhomes uses (see use definitions in [Sec. 17.3](#) of the Unified Development Ordinance). The purpose of the review is to ensure the architectural design of buildings and structures, as shown on the Architectural Plans submitted with the application, complies with the applicable standards of the Unified Development Ordinance (UDO) (see UDO Sec. [15.8.3](#)). Building design standards for specific building types, and building frontage requirements that apply in urban districts (UR, RMX, NMX, UMX, and RA-HC), can be found in [Chapter 5](#) of the UDO.

## What must be submitted

Application forms and fees are submitted through the Town's electronic plan review portal (<https://wakeforest.idtplans.com/secure/>). Architectural Plans and supporting documents are also submitted through the portal. Required contents for Architectural Plans and required supporting documents are listed in this section. Detailed requirements for each item follow. Architectural Plans should be submitted as a single PDF. The initial application and each subsequent resubmittal of plans must include all required contents, i.e., a complete set of plans must be submitted, regardless of the extent of revisions.

Required Architectural Plans contents	When required
A Base information (to be included on each sheet)	All applications
B Cover sheet	All applications
C Site plan or sketch plan	All applications
D Floor plans	All applications
E Building elevations	All applications
F Building renderings	All applications, unless determined unnecessary by Town staff based on location and scale of building
G Details	All applications

  

Required supporting documents	When required
H Physical samples of proposed building materials	If requested by Town staff
I Landscape plan	If a landscape plan for the site has been submitted as part of another application (e.g., site construction plan application), and if proposed development/activity would modify existing landscaping or make use of landscaping to comply with <a href="#">Chapter 5</a> of the UDO

## Detailed requirements

### A. Base information

Each sheet in the Architectural Plans must include the following:

1. Name of the project
2. Sheet number and title
3. The following approval block in the lower right corner:

These plans have been electronically approved by the Town of Wake Forest Planning Department. This approval may not be altered once issued.

Planning

4. If revised plans are submitted, all changes from the previous submission must be identified and labeled using a cloud callout



## B. Cover sheet

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*The cover sheet includes basic information about the Architectural Plans. It should include the following information:*

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1. Name of project
2. Project number assigned upon submittal (required for resubmittals only)
3. PIN and address of project
4. Name and address of applicant
5. Name and address of architect
6. Name and address of landowner
7. Zoning district(s) in which the project is located, including overlays
8. Index of contents
9. Vicinity map with north arrow showing location of site in relation to major nearby roadways
10. The number of buildings (existing and proposed), and the gross floor area of each building (existing and proposed)
11. The height, in feet and stories, of each building (existing and proposed)
12. Use (existing and proposed) of each building; if multiple uses are proposed in a building, specify the gross floor area occupied by each use (existing and proposed)

## C. Site plan or sketch plan

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*Include the site plan submitted with the master site plan or site construction plan application. If the proposed development is not subject to master site plan or site construction plan review, a sketch plan must be submitted showing, in simple sketch form, the existing and proposed configuration of the site, including the information listed below (see UDO Sec. [15.4.2](#)).*

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1. North arrow and scale not less than 1" = 50'
2. Property lines and dimensions
3. Layout of abutting and internal streets
4. Location of all buildings
5. Identification of the types of uses on the site
6. All vehicular use areas and means of ingress/egress
7. All open space, parks, and civic spaces on and adjacent to the site

## D. Floor plans

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*Floor plans are scaled, overhead-view drawings showing the following:*

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1. Square footage for each floor of the building
2. The locations of all walls, doors, windows, balconies, porches, stoops, entryways, galleries, arcades, forecourts, canopies/awnings, and steps, for each floor of the building and labeling uses of each room or area
3. Dimensions for the linear foot length of each façade as well as the articulated areas to demonstrate compliance with UDO requirements.

## E. Building elevations

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*Building elevations for design review are required in order to reasonably evaluate the subject building(s) for compliance with the UDO and any relevant plan approvals (see UDO Sec. [15.4.7](#)). These scaled drawings should be in color and should accurately represent the proposed heights, floor levels, and materials of all structures requiring architectural review (including accessory buildings and other structures, e.g., dumpster enclosures). Each building elevation must be depicted on an architectural drawing (minimum 11" by 17") that includes the following:*

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1. Scale
2. Each side of the building labeled as north, south, east, or west, with street names, if applicable (it is recommended that building elevations be keyed to the sketch plan or floor plans to clarify the direction and view each elevation illustrates)
3. All building materials and colors shown and labeled
4. Color images of proposed building materials
5. All exterior building features (windows, doors, balconies, porches, stoops, galleries, arcades, awnings, columns, arches, cornices, façade offsets, light fixtures, etc.) shown in sufficient detail to determine compliance with UDO standards
6. Wall-mounted equipment and downspouts (note: wall-mounted equipment and downspouts must be painted to match the building, unless integral to the façade design)
7. Roof pitches shown and labeled
8. If rooftop equipment is proposed, a rooftop cutsheet with proposed screening and ghost lines of the equipment or proposed alternative method to minimize the equipment's negative aesthetics, if



physical screening will not suffice based on topography of the site

9. The following information for each façade:
  - i. Finished floor elevation
  - ii. Number of stories
  - iii. Overall building height and the height of each story
  - iv. Height of each feature extending above the roofline (towers, parapet walls, etc.)
  - v. Gross façade area
  - vi. Net façade area (gross façade area less area covered by glazing and doors)
  - vii. Percentage (required and proposed) of net facade area covered by each type of material, with reference to details (see UDO Sec. [5.4.3](#) for civic/institutional buildings, Sec. [5.5.6](#) for residential buildings, Sec. [5.6.2](#) for commercial buildings, and Sec. [5.7.2](#) for industrial buildings)
  - viii. Glazing percentage (required and provided) based on façade area or transparency zone, as applicable, with reference to details (see UDO Sec. [5.4.4](#) for civic/institutional buildings, Sec. [5.5.5](#) for residential buildings, Sec. [5.6.3](#) for commercial buildings, and Sec. [5.7.2](#) for industrial buildings)
10. If signs are shown, a note stating that signs are shown for illustrative purposes only and require separate approval

## F. Building renderings

*Perspective drawings or 3D renderings must be provided to show how the building fits into the context of the block. They must include the following:*

1. Perspective views of each side of the building as seen from a height of approximately five feet above the adjacent street or grade, as applicable

## G. Details

*Include one or more sheets, as needed, at the end of the plans providing the following:*

1. Images illustrating, in color, the appearance of proposed materials
2. The manufacturer(s) and the name and color of the products proposed to be used